

## ORGANIZATION OF THE DENTAL DEPARTMENT

The purpose of the Dental Department is to treat diseased and traumatic conditions of the teeth, gingivae and jaws, in battle and during a lull, to render first aid and to assist medical officers generally in the treatment of battle casualties, under direct supervision of the medical officers. To perform particular military duties under circumstances specified in the Battle Bill and Ship's Organization.

The activities of the Dental Department are under the supervision of the senior dental officer by and with the authority of the senior medical officer. Three dental officers and four dental technicians are assigned to the Dental Department. Dental technicians shall assist dental officers in all of their professional and military duties and assume those additional duties which the Medical Department may require of them.

## DENTAL OFFICE ROUTINE

I. General

- A. All patients shall be treated courteously and no reference made to unprofessional aspects or details of surgical and other procedures in the patients presence.
- B. Gowns shall be worn in the dental office at all times when treating patients.
- C. No smoking is permitted in the dental office by patients or dental personnel.
- D. No food shall be brought into the dental office at any time.
- E. All cleaning gear shall be in its proper place at all times except when in use.
- F. Dental Officers shall keep their caps and coats in the space provided in the main supply cabinet.
- G. Instruments shall be cleaned and all moving joints vasalined before autoclaving.
- H. Dental instruments shall be used only for their specific purpose.
- I. Water shall be drained from all sterilizers daily and sterilizers wiped dry.
- J. Release all air pressure and water pressure from unit hoses daily at 1630.
- K. No instruments shall be left in the sterilizer or in any location except their specified cabinet compartment, over night.
- L. Linen shall be sent to the laundry before 0900 on Monday, Wednesday and Friday.
- M. The dental office shall be swept and swabbed and units and cabinets dusted daily before 1630. Swabs must be cleaned and aired daily. Waste receptacles emptied and oil bags inserted daily.
- N. Dental office bulkheads shall be scrubbed every two weeks depending upon their appearance.
- O. For the present the dental office may be used by the dental

DENTAL OFFICE ROUTINE  
(CONT.)I. General

- technicians for study, correspondence and dental prophylaxis from 1630 to 1940. Abuse of this privilege shall cause its withdrawal.
- P. All dental cabinets shall be locked at 1630 except the cabinet off office #1.
  - Q. The dental office shall be secured at 1940 by the dental officer with the watch.
  - R. Every effort shall be made to conserve ship's utilities and materials when not in actual use. This means turning off water, lights, and sterilizer when not in actual use.
  - S. The dental office and personnel shall be ready for inspection at all times.
  - T. All valves and electric switches must be turned off in the dental office at 1940 daily. The master set of switches outside of the dental office must also be turned off at this time daily.
  - U. Ship's duties and regulations shall be observed at all times. Duty and Battle stations shall be noted and the shortest route to them shall be determined as soon as possible.

II. Specific1. Dental Appointments.

- A. Hourly appointments shall be made after 0900.
- B. Sick Call is at 0830 daily.
- C. No appointments shall be made for all day Friday or Saturday unless "Field Day" is changed or eliminated from the plan of the day.
- D. The dental officer with the watch may make appointments Saturday afternoon.
- E. When inspection is designated for Saturday or any day, the dental office shall be secured, except for emergency case treatment, at 1630 on Friday or the day preceding inspection.

2. Watches

- A. Personnel of the Dental Department shall stand a watch in three.
- B. The dental officer with the watch shall have possession of the keys to all dental cabinets, office and desk drawers.
- C. The dental officer with the watch shall see and treat all emergency cases presenting themselves for treatment after 1630.
- D. The dental officer with the watch shall check all items in "Dental Office Routine #1 - General" marked "d-e-i-j-k-m-n-o-p-q-r-t."
- E. The dental officer with the watch shall make reports to medical officer with the watch at 1940.
- F. A log shall be kept by the dental officers with the watch which shall include:
  - 1. Date, time, name of officer and corpsman who assume watch.



DENTAL OFFICE ROUTINE  
(CONT.)II Specific2. Watches

2. Patients treated (rates, etc) and nature of emergency, the treatment given and the time at which given.
  3. Drills occurring during watch and time which begun and ended.
  4. Time at which dental office was secured by dental officer with the watch.
  5. Time at which office was secured by technician for chow and when he returned.
  6. Any deficiencies noted by dental officer with the watch, such as mentioned under "Dental Office Routine #1-General."
  7. Any unusual circumstances occurring during their watch such as surprise directives, orders or deviations from the Plan of the Day.
  8. Name of officer and corpsman relieving the watch.
  9. Signature of reporting officer.
- G. The dental officer with the watch shall see all emergency cases personally.
- H. The dental technician with the watch shall sweep and swab the dental office deck and place the office in order generally at the end of the day's work.
- I. The dental technician with the watch shall inform the dental officer with the watch of all emergency cases presenting themselves for treatment and prepare the dental office for treatment procedure.
- J. The gear locker and treatment room key shall be in possession of the dental technician with the watch.

3. Dental X-Rays

- A. No fluorescent screen examination shall be made, without first adjusting lead lined rubber gloves and lead apron. Exposure shall be for no longer than 2 seconds at a time with no greater total than 20 seconds.
- B. All x-rays shall be directed as much as possible away from the operator.
- C. X-ray film shall be kept in a refrigerator and a pack removed at a time. The pack removed must be allowed to remain at room temperature at least a day before use, otherwise moisture may condense on the cold film.
- D. All film shall be protected from x-rays in suitable metal containers provided for that purpose.
- E. Each dental technician shall be assigned in rotation to exposing, processing, recording and filing of x-ray films, for a period of one month.
- F. All patients names, rates, number of x-ray films taken, the number of the teeth specifically x-rayed and the name of the dental officer directing such x-ray examination, shall be entered in an appointment book provided for that purpose alone. This book shall be kept in the same manner as that used by each dental officer in recording treatment data. All entries shall be made immediately and not permitted to accumulate.



DENTAL OFFICE ROUTINE  
(CONT.)II Specific3. Dental X-Rays

- G. X-ray films for development shall be placed in holders and names of the patient written on the white composition strips provided for that purpose on each holder. The name of the patient shall also be written on each x-ray film before processing.
- H. After processing, x-ray films shall be placed in envelopes (medical dispensary) and the names, rates, date, number of films and the specific number of the teeth x-rayed, written on the envelope immediately and not permitted to accumulate.
- I. The envelopes containing the processed films are filed alphabetically in a place provided in the main supply cabinet, immediately and not allowed to accumulate.
- J. Save all foil in x-ray films and film packs.
- K. The dental x-ray technician shall assist in keeping the x-ray processing room clean.
- L. The dental x-ray technician shall secure x-ray apparatus immediately after use each time.

4. Appointment Books

- A. Entries shall be made by date using the whole page on both sides disregarding presently indicated spaces for hours and dates. Dates and hours shall be written in--dates centrally and hours on left side.
- B. Appointments shall be indicated on a calendar and as treatment is accomplished, entries made in the appointment book in the manner indicated. Full details shall be entered.
- C. Page numbers are already present in the appointment book. These are for registration in the alphabetical index in the back portion of the book.
- D. All patient's names with the page number upon which their names appear, shall be entered in the alphabetical index in back of the appointment book in the spaces provided. When the patient's name appears several times on different pages, only the page number shall be entered beside the name already there. The name is entered only once in the index.
- E. All completed patients shall be marked "T.C." in red besides the description of treatment rendered, *E.C. Essentially*
- F. New patients shall be indicated with an "N" in black before their names. *A red check indicates entries have been made in the Dental Record.*
- G. Treatments of all descriptions shall be entered in the appointment book. *At red*
- H. All patients completed shall be so indicated in the manner sheet as described under "Duties of the Junior Dental Officer", paragraph 4.
- I. All patients completely failing their appointments shall be so indicated in red ink in the space provided for entering treatment rendered.
- J. The recordings as indicated shall be executed daily and not permitted to accumulate.

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DENTAL OFFICE ROUTINE  
(CONT.)

## II Specific

5. Dental Record Entries

- A. At ~~1500~~ <sup>0830</sup> daily the names of all patients treated shall be gathered by the dental technician having the x-ray duty, from all appointment books, ~~typewritten on a sheet of paper and signed by the junior dental officer.~~
- B. ~~This signed list is taken by the technician to the Sick Bay record office and deposited as a receipt for health records drawn. Upon return of health records to the record office, the signed receipt is retrieved, returned to the junior dental officer and destroyed by him.~~ over  
→
- C. Dental records shall not be removed for the purpose of making entries only.
- D. The x-ray duty technician distributes the health records to the dental technicians whose responsibility it is to make proper entries for the dental officers whom they are assisting.
- E. All entries in the dental record shall be made in water proof ink.
- F. The x-ray duty technician examines the dental records to determine if they are new or old. If old--a new H-4 is made using the examination charts that are constructed for each patient, presenting himself for treatment or examination who has not been previously examined or treated aboard ship, as a guide. If the dental record is comparatively recent, it is checked with the above mentioned chart. Should there be any errors upon comparison, a new H-4 is made and inserted ~~in place of the ones existing in the health record. These old or erroneous H-4s are clipped together with Duplicates of the new H-4s, arranged alphabetically and sent to the Bureau of Medicine and Surgery, Washington, D.C. monthly, until the whole ship's company is completed.~~
- G. When new H-4s are constructed, dated and signed and then inserted in the health records, an indication is made on the muster sheet as described under "Duties of the Junior Dental Officer" paragraph 4-a & b. All dental records which have been checked but require no new H-4 are indicated on the muster sheet in a similar manner.
- H. The junior dental officer is responsible for personnel checkage of all entries in health records, dental records, and appointment books.

6. Maintenance of a Surgically Clean Technique

- A. Masks shall be worn by all dental personnel while treating patients or assisting. Whenever possible a fresh mask should be used after treating each patient.
- B. At present a fresh gown cannot be used after treating each patient. However if any surgery is to be done on soft or bony tissue, a fresh gown and mask must be used before treatment is begun.
- C. Hands shall be scrubbed before treating or examining each patient and the brush that was used, sterilized in boiling water.



DENTAL OFFICE ROUTINE  
(CONT.)

- D. Used instruments shall be washed and scrubbed, placed, in the sterilizer with the brush and after sterilizing for 10 minutes replaced in the compartment designated. Care should be exercised when removing these instruments from their compartments for reuse, that other instruments do not become contaminated.
- E. Containers for maintenance of sterility of needles, knives, etc. shall be kept filled with sterilizing fluid to completely cover instruments.
- F. Surgical instruments shall be autoclaved daily if any had been used the day before. These are stored in cabinet #1 between sterile towels and kept covered.
- G. All surgical instruments (forceps, bone chisels, ronguers, etc.) shall be removed from between sterile towels with sterile forceps before use. After use they shall be scrubbed and boiled for 10 minutes and returned to the cabinet in office #1 and placed between sterile towels.
- H. Laundered towels shall be placed in packs of 10 each and autoclaved. A supply of these packs shall always be kept on hand.
- I. Cotton rolls, napkins, and pellets shall be placed in metal containers provided for such purpose and autoclaved. As used, the supply in metal containers should be replenished and autoclaved. This is to be done every day.
- J. An autoclaved towel is placed on the bracket table and one on the patient for each patient treated. Care should be exercised in removing towels from packs and rewrapping unused towels. Hands should be scrubbed well before removing towels from packs and placing them on the table and patient.
- K. Cotton rolls, napkins and pellets to be used on patients should be taken from metal containers with sterile cotton pliers being certain to remove the lid only partially and for as short a time as possible. Remove only what is needed and not more.
- L. Covered metal containers are present in each sterilizer. These are partially filled with liquid petrolatum which has about 1% cresote added. The temperature of this fluid is brought to the boiling point of the surrounding water bath in the sterilizer. All handpieces after once used shall be brushed with a dry brush and placed in this fluid and kept at the boiling point of the surrounding water bath, for 15 minutes. The handpiece is then removed from the hot petrolatum with sterile forceps and suspended, head up, in the covered containers provided. Handpieces remain so to drain until next used.
- M. Water syringes shall have their surgically clean cloth jackets renewed after each patient, if handled. These jackets are washed and autoclaved in separate packs for each syringe. Ten for each syringe are available in each office. The tips, when used are removed and sterilized in sterilizer.

DENTAL OFFICE ROUTINE  
(CONT.)

- N. Handling of keys, pens, drawer locks or lights, shaking hands with others, and then placing fingers in the mouth of patients without scrubbing them should be discouraged. Dental technician shall handle all drawer knobs, handles, adjust levers on chair, valve water regulators and light adjustment handles, *while assisting the dental officer.*
- Q. All root canal instruments must be sterile and a sterile technique observed throughout.
7. Centralization of Mouth Wash Treatment.
- A. The dental technician with the days duty shall supervise use of mouth wash.
  - B. A five gallon jug is located in a convenient place and paper cups are available.
  - C. The bottom of a cup is covered with the solution from the jug and mixed thoroughly with a full cup of hot water.
  - D. Each mouthful is rinsed thoroughly for 1/2 minute at a time. The whole cupful is used and this repeated every two hours.
  - E. The dental technician with the duty shall be held partially responsible for the cleanliness of the space assigned for mouth rinsings.

8. Procedure for Hospitalization of patient or Medical Consultation

The following information shall be furnished to the Medical Department when hospitalization of a patient or medical consultation are requested by a dental officer.

- A-Diagnosis and diagnosis number.
- B-Chief complaint (Brief)
- C-History of present illness (Brief)
- D-Past medical history (Brief)
- E-Family history (Brief)
- F-Social Habits
- G-Physical examination (Oral)

A duplicate of the above form on each patient shall be filed in the "Hospitalization File". It shall be signed by the dental officer recommending hospitalization or medical consultation and countersigned by the senior dental officer.

After the patient is hospitalized, entry shall be made in the Doctor's Order Book concerning suggested treatment and signed by the dental officer who requested hospitalization. All internal medications shall be approved by a medical officer. When the patient is considered ready for discharge by the dental officer entry shall be made in the Doctor's Order Book to the effect that the patient is considered sufficiently recovered to be discharged, with the dental officer's signature. All requests and directives shall be countersigned and a copy of each left on file.

9. Medical Department Consultation with Dental Department.

When a patient is sent to the Dental Department for consultation the following procedure shall be observed:

- A-A full mouth x-ray examination shall be made with complete written interpretation.
- B- Complete clinical oral diagnosis.
- C- The above shall be typed, signed and countersigned and forwarded to the Medical Department. A copy shall be filled under "Diagnosis".



DENTAL OFFICE ROUTINE  
(CONT.)III. General Quarters

1. Immediately before going to battle stations the following must be accomplished in the dental office:

- A. Close all valves in each office (three water valves in each, two at wash basin and one supplying the dental unit.) Close the main air valve in office #3. This additional closure is the duty of the dental technician in office #3.
- B. Secure the castle lights, bracket tables and engines.
- C. Wrap instruments on bracket table in the towel upon which they rest, and place in large pan on bulkhead shelf.
- D. Close and lock all drawers in cabinets.
- E. Dental technicians who have battle stations on or above the main deck must remove gowns and get into their jumpers. Those having stations below decks go to stations in gowns.
- F. Find quickest route to battle stations. Forward and up on starboard side, aft and down on port side.
- G. All sterilizers shall be turned off.
- H. Air exhaust switch, shall be turned off by the dental technician in office #2.
- I. All X-fittings shall be kept closed at all times.
- J. All Y-fittings shall, in addition to the X-fittings, be closed in material condition yoke.
- K. All X-Y-Z fittings shall be closed in material condition zebra.
- L. The dental officer with the watch shall check setting of dental office closures and securing equipment.
- M. The dental office door shall remain unlocked but closed.
- N. Turn off all master switches for dental office equipment outside office at entrance.
- O. While in conditional watches, dressing station crews may relax, doze or sleep while on station. No one shall sleep when contact with the enemy is imminent nor during alert. All permitted to sleep shall not leave the immediate vicinity of their station. At least one person must be fully awake at every station.

## DUTIES OF THE SENIOR DENTAL OFFICER

1. The senior dental officer shall coordinate all the activities of the Dental Department not only within that Department but with those activities of the Medical and other Departments of the ship.

2. He shall set policies for the proper and efficient functioning of the Dental Department by and with the approval of the senior medical officer.

3. Any details requiring action by the various heads of departments aboard shall be brought to the attention of the senior medical officer by the senior dental officer.

4. All Form L, K, work request, requisitions, memorandums, recommendations and diagnosis reports, shall be signed or countersigned by the senior dental officer, as the case may be, before forwarding to the senior medical officer.

5. The Senior Dental Officer's Battle Station is the Forward Battle Dressing Station.



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## DENTAL OFFICE ROUTINE (CONT.)

### DUTIES OF THE ASSISTANT DENTAL OFFICER

#### I. Property and Supplies:

- A. Check all dental equipment and supplies aboard and compare with invoices.
- B. Decentralize stowage of dental instruments.
- C. Maintain the devised instrument and supply check off system in a current status. (Supplies in individual dental office cabinets are considered drawn and charged to the dental officer using the cabinet).
- D. Keep a file of requisitions of supplies drawn from the main source.
- E. Keep all broken non-expendable items available for survey.
- F. Save all used burs, mercury, amalgam and metal for return to Medical Supply Depot, Brooklyn, New York.

#### II. Files and Correspondence:

- A. Maintain an orderly filing system.
- B. File a copy of all official correspondence (diagnosis, patient transfer, etc.)
- C. Make up a master form K at the end of each month. Keep file of individual form K's of each dental officer.
- D. Maintain an alphabetically arranged x-ray film file, incomplete patient chart file and completed patient chart file.
- E. Clear and file daily accumulated material in wire basket on record deck.
- F. He shall file all Form L's.

#### III. Daily Reports:

- A. Report to the senior dental officer concerning the presence or absence of dental personnel at 0805 daily.
- B. At 0805 the names of the dental officers and dental technicians standing the duty watch.
- C. Report on any unusual occurrences aboard coming to his attention.

#### IV. Education:

- A. Lecture periodically, when convenient, to the crew on oral hygiene.
- B. At least two hours a week in instruction to dental technicians on those subjects in which they take examinations for rate increase.
- C. Instruct dental technicians in dental office routine emphasizing those points which may have been neglected and other details in policy layed down by the senior medical and senior dental officer in the weekly conferences.

#### V. Military Duties:

- A. He shall be responsible for carrying out the lawful policies of the senior dental officer and all military duties required aboard ship.

### DUTIES OF THE JUNIOR DENTAL OFFICER

#### I. Upkeep and Appearance of the Dental Office:

- A. Check on functioning of all equipment. (Keep a detailed plan of all equipment on hand.)

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## DENTAL OFFICE ROUTINE (CONT.)

### Duties of the Junior Dental Officer (Cont.)

- B. Keep dental office ready for inspection at all times.
- II. Personnel Inspection:  
A. Inspect dental technicians regularly for appearance, cleanliness, etc.
- III. Dental Records:  
A. Personally check all entries made in dental records and appointment books.  
B. Have all appointments for the day following in the Executive Officers Office prior to 1000 the day before.
- IV. Muster Sheets:  
A. Keep muster list up to date (transfers, new men, etc.)  
Check with Executive Officers Office once a month in this connection.  
B. Use code for designating dental status of crew on muster sheets (black line in front of man's name indicates he is complete, no dental treatment necessary. A dot, ., means incomplete but not urgent. A red line indicates urgent dental treatment necessary (-), *P.C. in red indicates Essential*  
C. "C" around the dot or red line indicates that treatment required has been accomplished. Behind the name in the right hand margin a red line (-) indicates that a new H-4 has been made and placed in health record and ~~the old ones with the duplicates of the new ones sent to the Bureau of Medicine and Surgery, Washington, D.C.~~ A black line (-) indicates that the existing dental record in the health record has been checked against an examination chart. Keep daily entries of this nature to insure current data on the dental status of Ship's personnel.
- V. Laundry:  
A. Keep a record of linen sent to the laundry and returned.
- VI. Education:  
A. Aid the assistant dental officer in educational procedure.  
B. Give regular examinations and keep a record of marks made by dental technicians.
- VII. Inspections:  
A. Check H-Division living space of compartment A-207-1La, B-207-L, X-ray processing room and treatment room daily and report the condition to the H division officer indicating ~~those items which are deficient.~~ *Make out weekly full reports on these spaces.*
- VIII. Military Duties:  
A. He shall carry out all the lawful policies of the senior dental officer and all military duties required of him aboard ship.

### DUTIES OF THE DENTAL TECHNICIANS:

1. All General, Specific and General Quarters in Dental Office Routine as outlined in the Organization of the Dental Department shall be adhered to strictly by all dental technicians.

Treatment completed.



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## DENTAL OFFICE ROUTINE (CONT.)

### Duties of Dental Technicians (Cont.)

2. The dental technicians with the x-ray duty shall inform dental officers about any patients awaiting treatment or appointments, appearing at the dental office entrance. He shall see to it that the dental office door is kept closed but shall make frequent inspections to see if patients are waiting in the compartment outside the dental office. He shall also answer all telephone calls and take messages such as name, phone number, etc. of person calling if dental officers or technicians for whom the call is intended cannot be located.
3. Each dental technician is responsible for all cleaning, upkeep, professional and damage control details in the office to which he is assigned except when specific exceptions are noted.
4. ~~Two~~ Dental technicians shall be assigned to clean the H-Division living space in compartment A-207-IIA; and to ~~clean that in compartment B-207-L.~~ <sup>in relation with other occupants</sup> These compartments shall be ~~cleaned~~ <sup>swept & scrubbed</sup> before muster every morning, and during the morning of Field Day after sick call.
5. The afternoon of Field Day shall be used to clean the Dental Office. All Dental Technicians shall participate in holding Field Day in the Dental Office.

Indicated in the H-Division Officers Memorandum Periodically.